**Installing Kronos Mobile**

1. Install the Kronos Mobile App from
   - Click the Self-Service Icon

2. Locate the Kronos Mobile App and click Install

3. Tap Allow

4. Click Proceed

**Sign In**

Log In to Kronos with your U of M Internet ID & Password and click Log In. The first time you log in you will be prompted to Allow Kronos to access your location. Click Allow While Using App.

**Punch In & Out**

1. Tap the Punch button on the

2. If you are starting a shift requiring a Transfer. Tap Recent for a recently used transfer or Build to select a new one. If you aren’t transferring, proceed to step 3.

3. Tap Punch to enter a Punch. Tap OK.
**View Timecard**

1. Tap **Timecard** on the Home Screen.

**View Schedule**

1. Tap **Schedule** on the Home Screen.

2. Tap the Arrow to Change the Dates. Tap on date to view the schedule details.

**View Accruals**

1. Tap **Accruals** on the Home Screen.

2. Tap the arrow to select a date from a calendar.
**Request Time Off**

1. Tap Requests on the Home Screen

A list of prior requests displays. Click on the Request to view details. Tap the Plus (+) button to add a new request.

2. **Use Kronos Off Line**

If you are in a location where you cannot connect to wireless (e.g. Steam Tunnel), tap here to go to Offline mode. When you are able to reconnect to wireless, any updates you make will be automatically uploaded.

3. Tap the arrow keys to enter a Start Date, End Date, Pay Code and Duration for the request.

If you get disconnected from the Kronos mobile server you need to enter the server name https://kronos.umn.edu/wfc and click Proceed.

**Mobile Troubleshooting**

If you get disconnected from the Kronos mobile server you need to enter the server name https://kronos.umn.edu/wfc and click Proceed.
1. Tap Activity Mobile Device Self Entry form on the Home Screen

2. Enter each of the fields on the form.

3. Choose the effective date or date worked from the selection tool.

4. Enter the amount of time in Hours. Use the full decimal for a full hour. For example, 1 hours would be 1.0

5. Select the Work Task OR Location by click on the magnifying glass

Select the location or work task and touch Done.
This will fill in the Work Task and Building Name Field.
Activity Entry Form

6. Touch the Activity Field to activate the selection options. Select the type and touch Done.

7. Once all fields are filled in, touch the Submit button in the bottom right corner.

Changing Search Defaults

1. To change the default search option when looking for a location or work task, touch the three dots in

2. Touch the drop down menu and select the options at the bottom to populate the search.

3. Apply the new query and the list will refresh with new search results.